

SAC MINUTES

TO: Simplified Acquisition Committee Members

FROM: Director, Division of Acquisition Programs,
Office of Logistics and Acquisition Operations (OLAO)

SUBJECT: SAC Meeting Minutes, October 20, 2004

Attendees:

Mary Adamik, OD/OAMP
Todd Cole, NCI
Deborah Coulter, NHLBI
Beverly Doukwah, OD/OLAO/DAP
Debra Hawkins, NHLBI
Sue Kaminski, OD/OLAO/DAP
Teresa Newman, NIGMS
Milton Nicholas, Jr., OD/OLAO/DAP
Rosie Owens, NIAID

Caren Rasmussen, NCI
Annette Romanesk, OD/OLAO/DAP
Clifford Ross, CC
David Schneider, NHLBI
Candice Scott, NINR
Renita Smith, NCI
Dianna Snowden, CC
Cole Stathes, OD/OLAO/DAP
Laurie Weker, OD/OLAO/DAP

The minutes from the July meeting were approved as submitted.

Carl Henn

1. Green Purchasing Course - Every two years a course in "Green Purchasing" is required for GS-1102's, GS-1105's, GS-1106's and purchase card holders and approving officials. Green purchasing includes the acquisition of recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals. This course is mandatory. The course is an on-line course that can be completed at your desk in approximately 2 hours. There is no fee for the course, and at completion you receive a printed certificate. **From this point forward, anyone requesting Level 1 - 4 certification, regardless of the series, will be required to complete the green purchasing course before being granted certification.

2. Maintenance Training Requirement - GS-1105's and GS-1106's are required to have a minimum 24 hours of skills currency training every two years after all mandatory training requirements have been met. The training must be relevant to the work performed, not necessarily procurement. Be sure to let Carl know what you've taken so your training will be current. You can either send an e-mail of the training taken to your supervisor and cc: Carl Henn, or send a copy of your certificates directly to Carl Henn.

Deborah Coulter - The 2005 Simplified Acquisition Symposium will be held on April 13-14 at the 4H Center, 7100 Connecticut Avenue, Chevy Chase. The theme is "New Horizons in Acquisitions". For those interested in helping with the symposium, the committee's next meeting is October 21st at 10:00, Rockledge II, Rm. 7111.

Laurie Weker - Acquisition Initiatives Update

1. The Department has combined the consolidation and strategic sourcing initiatives into one. It is known as the Acquisition Integration and Modernization (AIM) initiative. It encompasses process standardization, systems unification and strategic sourcing. An AIM website is expected in early CY05. It will explain the purpose and status of each component.
2. AIM/Strategic Sourcing - HHS has established BPA's for HHS-wide use. Awards have been made to the following vendors for the following commodities. These contracts are not mandatory. As always, purchasing agents are encouraged to get the best value for their customers.

Office Supplies (general office supplies, toner and copy paper) - Staples

Office Equipment (for lease or purchase of copiers, copier maintenance and fax machines) - Konica Minolta and Ricoh Business Systems

Office Furniture (seating, filing and storage, desks and tables, modular and systems furniture, design, project management and installation services)- Lewis Alan (offers Kimball, Steelcase and Trendway products) and SPACE (offers Haworth products)

Custodial Products (janitorial and sanitary products) - Cleanwise

Additional commodities are being considered for HHS-wide BPAs. They are considering laboratory supplies, staffing services and event planning, and have begun to collect data on each.

More information regarding these contracts can be found at <http://intranet.hhs.gov/ssc/>.

3. DCIS/FPDS-NG - All Federal agencies are required to submit data on their acquisitions to the Federal Procurement Data System - Next Generation. HHS feeds their data to the FPDS-NG via the Department's Departmental Contracts Information System (DCIS). Over the past several years including FY04, the data for acquisitions over \$25,000 has been reported either directly (SF-279) or by batch into the DCIS. Those actions \$25,000 or less have been reported on a summary report (SF-281). Effective October 1, 2004, all actions regardless of the dollar amount, must be entered directly (SF-279) or via batch into the DCIS. The only exclusion is purchase card transactions unless the purchase card was used as a payment mechanism against a contract.

A system is being developed to capture data for actions \$25,000 and less. Once development has been completed, training will be provided on how to use the system. In the meantime, help us to communicate and reinforce to all purchasing agents and DELPRO agents that they need to keep track of all actions that have been issued in FY05. These orders will have to be entered into the system once it goes live.

4. NBS (New Business System) - Patrick Williams is Acting Project Manager. The Acquisition module is anticipated to "go live" between December 2005 and January 2006. Acceptance teams have been designated for each of the simplified acquisition mechanisms. They will begin testing

the various modules in CY05. Training is planned for the summer.

5. ARAC (Administrative Restructuring Advisory Committee) - Acquisition is one of 7 administrative areas that the Department is consolidating. The acquisition function throughout NIH's 28 ICs will be consolidated into 6 COACs (Consolidated Operation Acquisition Centers). The team is tasked with developing a logical and balanced acquisition organization. A decision has already been made that CC and construction contracting, because of their unique functions, not be COACs. The workgroup is analyzing current workload and staffing numbers, how the work is allocated, the adequacy of staffing, and complexity of the work. Implementation of the plan is scheduled for spring/summer 2006.

Around the Room - NIH's Small Business function has been centralized to the Department. Coincidentally, Diana Mukitarian will be leaving NIH to go on a detail, and Stanley Canton has accepted a Branch Chief position with DSSA. Annette Owens-Scarboro, the remaining small business specialist, will be reporting directly to the Department.

The next meeting is scheduled for **Wednesday, January 26, 2005**, at 9:30 a.m. in Building 6001, Room A1/A2.